

1. The first step is to identify the problem or question that needs to be addressed. This involves understanding the context and the specific requirements of the task.

2. The second step is to gather relevant information and resources. This may involve researching existing solutions, consulting with experts, or collecting data.

3. The third step is to develop a plan or strategy. This involves breaking down the problem into smaller, manageable tasks and determining the sequence of steps to be taken.

4. The fourth step is to implement the plan. This involves carrying out the tasks and monitoring progress to ensure that the plan is being followed.

5. The fifth step is to evaluate the results. This involves comparing the actual outcomes with the expected results and identifying any areas for improvement.

6. The sixth step is to communicate the findings. This involves sharing the results with the relevant stakeholders and providing a clear summary of the findings.

7. The seventh step is to reflect on the process. This involves thinking about what worked well and what could be done differently in the future.

8. The eighth step is to document the process. This involves creating a record of the steps taken and the results achieved, which can be used for future reference.

9. The ninth step is to review the process. This involves looking back at the entire process and identifying any lessons learned.

10. The tenth step is to improve the process. This involves making changes to the process based on the lessons learned and the feedback received.

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[illegible]

(Date) 10/16

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7/17/07
(Date)

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O.G. Print Figure

Total Claims Allowed: 17